



**City of Sidney**  
**201 W Poplar Street, Sidney, Ohio 45365 Fax 937-498-8160**  
**Employment Application**  
 (An Equal Opportunity Employer)

Position applied for \_\_\_\_\_ DATE \_\_\_\_\_  
 If you need additional space for any response, please continue on a separate sheet of paper.  
 Questions about the application: Human Resources at [vallen@sidneyoh.com](mailto:vallen@sidneyoh.com) or [kholthaus@sidneyoh.com](mailto:kholthaus@sidneyoh.com)

<b>PERSONAL INFORMATION</b>
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NAME \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

HAVE YOU EVER BEEN KNOWN BY ANY OTHER NAMES? IF SO, LIST ALL NAMES  
 \_\_\_\_\_

PRESENT ADDRESS \_\_\_\_\_  
   Street  City  State  Zip

How long have you lived at this address? \_\_\_\_\_

PREVIOUS ADDRESS \_\_\_\_\_  
   Street  City  State  Zip

How long did you live at this address? \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ CELL PHONE NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ REFERRED BY \_\_\_\_\_

Are you physically able to perform the job with or without reasonable accommodation?  
 YES \_\_\_\_\_ NO \_\_\_\_\_

<b>EDUCATION</b>				
	Name & Location of School Attended	How Many Years	Did You Graduate	Subjects Studied
High School				
College				
Other				

Subjects of special study or research work \_\_\_\_\_

U.S. Military Service or Reserves: List dates, rank, and type of discharge \_\_\_\_\_

List location and name of last unit assignment \_\_\_\_\_

**PROFESSIONAL REFERENCES**

Give below the names of five persons not related to you, whom you have known at least one year and whom have knowledge of your character, experience, and abilities. Do not list subordinate employees.

Name \_\_\_\_\_ Business \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Business \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Business \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Business \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Business \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

<b>EMPLOYMENT EXPERIENCE</b>
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**LIST ALL THE JOBS YOU HAVE HAD, STARTING WITH THE MOST RECENT.**

<b>Employer</b>	<b>Address</b>	<b>Telephone #</b>
<b>Job Title</b>	<b>Work Performed</b>	<b>Supervisor</b>
<b>Dates Of Service</b>	<b>Reason for Leaving</b>	<b>Hourly Rate/ Salary Start-Final</b>
<b>Employer</b>	<b>Address</b>	<b>Telephone #</b>
<b>Job Title</b>	<b>Work Performed</b>	<b>Supervisor</b>
<b>Dates of Service</b>	<b>Reason for Leaving</b>	<b>Hourly Rate/ Salary Start-Final</b>
<b>Employer</b>	<b>Address</b>	<b>Telephone #</b>
<b>Job Title</b>	<b>Work Performed</b>	<b>Supervisor</b>
<b>Dates of Service</b>	<b>Reason for Leaving</b>	<b>Hourly Rate/ Salary Start-Final</b>
<b>Employer</b>	<b>Address</b>	<b>Telephone #</b>
<b>Job Title</b>	<b>Work Performed</b>	<b>Supervisor</b>
<b>Dates of Service</b>	<b>Reason for Leaving</b>	<b>Hourly Rate/ Salary Start-Finish</b>

If you need additional space, please continue on a separate sheet of paper.

**SPECIAL SKILLS & QUALIFICATIONS**

Summarize special job-related skills, qualifications, certifications, or training that you acquired from employment or other experience.

\_\_\_\_\_

\_\_\_\_\_

**IN CASE OF EMERGENCY NOTIFY:**

Name \_\_\_\_\_ Phone No. \_\_\_\_\_  
Address \_\_\_\_\_

Name \_\_\_\_\_ Phone No. \_\_\_\_\_  
Address \_\_\_\_\_

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The information provided in this Employment Application is true and complete. The City may terminate my employment for any false or misleading statements or omissions in this application, whenever they may be discovered.

If I receive an offer of employment, I authorize a medical examination, including a drug screen, by an examiner selected by the City. I understand that any offer of employment may be contingent upon such medical examination and a background check.

I acknowledge that, if hired, my employment is for no definite period and may be terminated at any time with or without cause, by either me or the City. I understand that this cannot be changed except in a writing signed by the City Manager that states it is intended to make that change. Anything said or implied to the contrary is not binding on the City.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**AUTHORIZATION FOR RELEASE OF INFORMATION**

I authorize any reference, school, former employer or other person to disclose to the City, upon request, any information they may have about me and I release them from all liability for disclosing such information.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**AUTHORIZATION AND DISCLOSURE OF CONSUMER REPORT  
AND INVESTIGATIVE CONSUMER REPORT  
UNDER THE FAIR CREDIT REPORTING ACT**

The City may obtain or cause to be prepared consumer reports for employment purposes. It may be an investigative consumer report which is obtained through personal interviews and might include information as to your character, general reputation, personal characteristics and mode of living.

You may make a written request, within a reasonable period of time, for a disclosure of the nature and scope of any investigative consumer report we have requested. You may also request a written summary of your rights under the Fair Credit Reporting Act.

If you consent to our obtaining a consumer report or investigative consumer report, sign and date below. We will not process your application until this is signed.

\* \* \*

I authorize the City to obtain or cause to be prepared consumer reports, and investigative consumer reports, about me for employment purposes. I understand that in obtaining such consumer reports and investigative consumer reports, a consumer reporting agency may be used, and I authorize such use. This authorization and disclosure will remain effective for the duration of my employment, if I am hired.

I have received a copy of this authorization and disclosure.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

## Ohio Civil Rights Commission – Statistical Survey

**INSTRUCTIONS:** *The City of Sidney is required to report on the statistical information requested below. If you choose to volunteer this information, it will be filed separately from your employment application. Whether or not you elect to provide this information is entirely voluntary and will not affect any employment decision. However, in order for us to gather the needed information, we do ask that you provide responses to all 6 questions. If you prefer not to answer any or all of the following questions, please select the box titled “No Response”. Thank you for your assistance in this statistical survey.*

1) **ETHNIC RACIAL STATUS:** (Please check only one)

White       Hispanic       Asian American  
 Black       American Indian       Other       No Response

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2) **SEX:**

Male       Female       No Response

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3) **AGE GROUP:**

16       18 to 25       41 to 65  
 17       26 to 40       66 and older  
 No Response

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4) **HOW DID YOU HEAR ABOUT THIS JOB?** (Please check only one)

Sidney Daily News       Friend       Internet  
 Area Newspaper       Current Employee       Radio/Television  
 Ohio Employment Service       Professional Journal       No Response

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5) **RESIDENCE:** (Please check only one)

Sidney       Shelby County       Ohio       Out of State  
 No Response

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6) **DO YOU HAVE A KNOWN DISABILITY?**

Yes       No       No Response